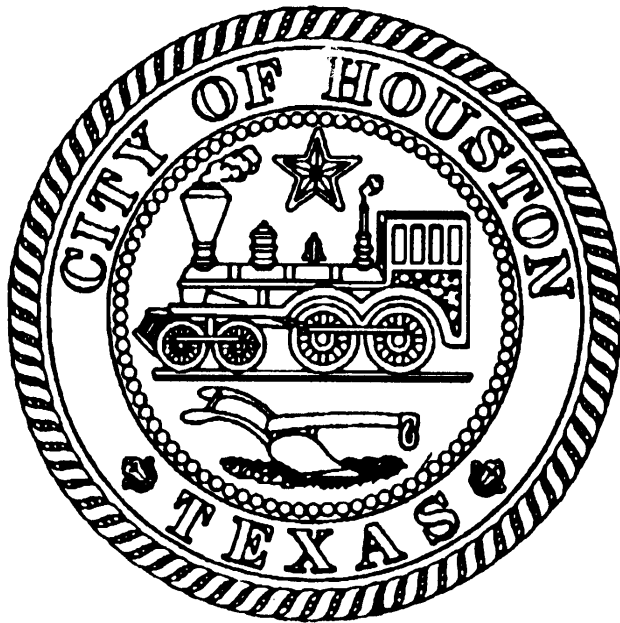


Contracting Guide 2004



**City of Houston
Affirmative Action and Contract Compliance**

How to do Business with the City of Houston

2004 City Contracting Guide

Mission

The City of Houston supports Small, Minority, Women, and Disadvantaged Business Enterprises (S/M/W/DBEs) and Persons with Disabilities Business Enterprises (PDBEs) by providing an interactive business climate where resource agencies, financial institutions, and businesses work together to provide equal access to contracting opportunities for S/M/W/DBEs, PDBEs, and their communities.

Updated 2004



CITY OF HOUSTON

Office of the Mayor

Bill White

Mayor

Velma Laws
Director
Affirmative Action and
Contract Compliance
Division
P.O. Box 1562
Houston, Texas 77251-1562

T. 713.837.9000
F. 713.837.9055
www.ci.houston.tx.us

Dear Entrepreneur:

Thank you for your interest in doing business with the City of Houston. With hundreds of millions of dollars being awarded annually through City departments, knowing where to go for contracting information can seem overwhelming. We want to work with you to change that. This guide was developed to help you make it through the maze of City contracting.

We are dedicated to assisting Small/M/W/DBE and PDBE firms and to helping you become more successful. We have listened to your concerns, and have the following services available:

1. Bid and contracting opportunity faxes and e-mails
2. Monthly workshops and seminars on relevant business topics
3. Quarterly newsletter, **The Source**
4. Ombudsman services for assistance, information, and dispute resolution

Call us at 713.837.9000, and let us know how we can help. The Affirmative Action staff is committed to helping firms like yours grow and prosper. We look forward to hearing from you.

Yours truly,

A handwritten signature in black ink, appearing to read "Velma Laws".

Velma Laws
Director

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AFFIRMATIVE ACTION AND CONTRACT COMPLIANCE MINORITY/WOMEN/DISADVANTAGED BUSINESS ENTERPRISE (M/W/DBE) PROGRAM

The City's M/W/DBE Program was created in August 1984, with the passage of Ordinance 84-1309, the first in the State of Texas which set specifics for including minorities and women in City funded contracting. With the passage of Ordinance 95-336 and its motion, current goals are based on the ratio of local M/W/DBEs to majority businesses in three areas:

**Purchasing (11%)
Construction (17%)
Professional Services (24%)**

Ordinance 99-893 provides opportunities for disadvantaged businesses to compete for City and federally funded contracts.

Requirements for Certification

- The minority or female owner must possess at least 51% ownership, management, and control of the business.
- The minority or female owner must have the training/expertise to perform the work, and where required, have a license or certificate issued in his or her name.
- The firm must be independent and currently operating.
- The firm must not exceed the size standards established by the Small Business Administration in 13 CFR Part 121 for its specific standard industry code(s).
- The firm must maintain a significant local business presence in Harris, Brazoria, Chambers, Fort Bend, Galveston, Liberty, Montgomery, or Waller counties to be certified to do business with the City on City funded projects. DBE firms do not have to meet this requirement.
- In order for firms to be classified as disadvantaged, business owners must meet the DBE requirement of \$750,000 or less in personal net worth. Currently this does not apply to airport concessionaires.

The Certification Process

M/W/DBE Program participation requires certification. The process takes approximately 90 days and includes the following steps:

- Pre-certification Workshop
- Preliminary Screening of Application
- Desk Audit
- Financial Audit
- Field Audit
- Committee Review
 - a. Certification (Firm listed in Directory)
 - b. Tentative denial (Firm may appeal)

Advantages of Certification

- Listed in the City's M/W/DBE/PDBE Directory, which is updated monthly. The Directory is available on the City of Houston web page: www.cityofhouston.gov.
- Opportunity to bid on contracts which have M/W/DBE goals
- Contract opportunity faxes and e-mails
- Access to workshops and seminars sponsored by the Affirmative Action Division
- Common certification agreements with the Houston Minority Business Council, Women's Business Enterprise Alliance, and the Department of Transportation's Unified Certification Program for Texas
- Our M/W/DBE certification is also accepted by Brown and Root, Houston Housing Authority, Houston Independent School District, Texas Southern University - Economic Development Center, and Texas Department of Economic Development.
- Quarterly newsletter, ***The Source***
- Memorandum of Agreement with the State HUB Program to accept our certified companies as State HUBs.

AFFIRMATIVE ACTION AND CONTRACT COMPLIANCE PERSONS with DISABILITIES BUSINESS ENTERPRISE (PDBE) PROGRAM

With the passage of Ordinance 98-1213 in December 1998, the City Council approved the City's PDBE Program. This innovative program is designed to include businesses owned by persons with disabilities in City contracting.

The objectives of the PDBE Program are to increase the utilization of local PDBEs to provide goods and services, and to increase opportunities for PDBEs to serve as contractors to the City, or as subcontractors to others. This program was implemented to help eliminate the historical underutilization and disadvantages faced by such businesses.

The PDBE Program will have a one percent overall participation goal. This means that by the end of the fiscal year 1% of the City's expenditures will be awarded to PDBE firms. To do this, contracts will be evaluated individually to determine the level of potential PDBE participation, and goals set accordingly.

This program is not intended to duplicate, supplement, or overlap the requirements, definitions, procedures or remedies afforded by the Americans with Disabilities Act.

Requirements for Certification

In order to participate in the PDBE program, a firm must be certified by the City's Affirmative Action and Contract Compliance Division. The requirements for certification are:

- The PDBE applicant must possess at least 51% ownership, management, and control of the business.
- The PDBE applicant must have the training/expertise to perform the work, and where required, have a license or certificate issued in his or her name.
- The firm must be independent and currently operating.
- The firm must maintain a significant local presence in Harris, Brazoria, Chambers, Fort Bend, Galveston, Liberty, Montgomery, or Waller counties.
- The PDBE owner must submit a disability affidavit and accompanying letter from a Texas licensed medical doctor, documenting the present existence of the impairment asserted as the basis for PDBE certification.
- The firm must not exceed the size standards established by the Small Business Administration in 13 CFR Part 121 for its specific standard industry code(s).
- Note: For the purpose of this program, a person with a disability is defined as a citizen or legal resident alien of the United States who has a presently existing, medically determined physical or mental impairment of a chronic or permanent character, which substantially limits one or more of his or her major life activities.

The Certification Process

Program participation requires certification. The process takes approximately 90 days and includes the following steps:

- Pre-certification Workshop
- Preliminary Screening of Application
- Desk Audit
- Financial Audit
- Field Audit
- Committee Review
 - a) Certification (Firm listed in Directory)
 - b) Tentative denial (Firm may appeal)

Advantages of Certification

- Listed in the City's M/W/DBE/PDBE Directory, which is updated monthly. The Directory is available on the City of Houston web page: www.cityofhouston.gov.
- Opportunity to bid on contracts which have PDBE goals
- Contract opportunity faxes and e-mails
- Access to workshops and seminars sponsored by the Affirmative Action Division
- Quarterly newsletter, **The Source**

TYPES OF CERTIFIED FIRMS

CONSTRUCTION FIRMS	PROFESSIONAL SVC FIRMS	PROCUREMENT FIRMS
CONCRETE, PAVING, and ASPHALT CONSTRUCTION	ARCHITECTS	COMPUTER/WORD PROCESSING and EQUIPMENT
ELECTRICAL CONTRACTORS	ENGINEERS	INDUSTRIAL EQUIPMENT and SUPPLIES
PAINTING	CONSULTANTS IN BUSINESS DEVELOPMENT	PRINTERS
PLUMBING	GRAPHICS/PRINTING	ELECTRONIC COMMUNICATIONS
TRUCKING	COMPUTER SERVICES	MACHINE SHOPS
HAULING	RESEARCH	PERSONNEL SERVICES
WELDING and FABRICATION	LAND DEVELOPMENT	TELEPHONE SYSTEMS
STRUCTURAL STEEL ERECTION	ENERGY MANAGEMENT	DELIVERY SERVICES
LANDSCAPING, LAWN, EXCAVATING, and PLANTS	HEALTH CARE MANAGEMENT	ELECTRICAL and MECHANICAL EQUIPMENT
INTERIOR BUILDING CONSTRUCTION	PUBLIC RELATIONS and ADVERTISING	OFFICE and BUSINESS SUPPLIERS
MECHANICAL CONTRACTORS	REAL ESTATE	PETROLEUM and CHEMICAL PRODUCT SUPPLIERS
UNDERGROUND UTILITIES	EDUCATIONAL DEVELOPMENT	CATERERS/BANQUET and FOOD SERVICES
SPECIAL CONSTRUCTION SERVICES	SALES TRAINING	RECREATIONAL SUPPLIERS and EQUIPMENT
CONSTRUCTION SUPPLIERS	RECORDS MANAGEMENT	TRAVEL SERVICES
	PHOTOGRAPHY	MEDICAL SERVICES and SUPPLIERS
	ACCOUNTANTS and CPAs	

SMALL / M/W/DBE / PDBE DEVELOPMENT ASSISTANCE PROGRAMS

Attention Small Business Owners

The City of Houston's Affirmative Action and Contract Compliance Division is pleased to announce that the following services are now available to small business owners:

Workshops and Seminars

- **How to do Business with the City Workshop**
- **Successful Bid and Bid Packaging Workshop**

- **Quarterly Newsletter, The Source**
- **Contracting Opportunity Information System**
- **Ombudsman services for assistance,**
 - **information, and dispute resolution**

For more information, call (713) 837-9000.

HELPFUL TELEPHONE NUMBERS

City of Houston

Affirmative Action and Contract Compliance Division	(713) 837-9000
Management/Bidding/Financial Assistance	(713) 837-9027
Ombudsman (for problem resolution)	(713) 837-9008
Pre-bid Conference Dates	(713) 247-1740
Pre-certification Workshops	(713) 837-9000
Seminars/Workshops	(713) 837-9043
City of Houston Strategic Purchasing Division	(713) 247-1740
Bid Hotline	(713) 247-BIDS
Vendor Number	(713) 247-1740
City Secretary's Office	(713) 247-1840
One Stop Business Assistance Center	(713) 247-2982

Other Agencies

Business Resource Center	(713) 845-2400
Corporation for Economic Development of Harris County	(281) 590-5600
Houston Independent School District	(713) 892-7630
Houston Minority Business Council	(713) 271-7805
Houston Small Business Development Corporation	(713) 845-2400
Minority Business Development Center	(713) 644-0821
METRO Compliance Program	(713) 739-4844
Port of Houston Authority	(713) 670-2400
Small Business Administration	(713) 773-6500
SCORE (Service Corps of Retired Executives)	(713) 773-6565
Texas Building and Procurement Commission HUB	(512) 463-5872
University of Houston Small Business Development Center	(713) 752-8444
Women's Business Enterprise Alliance	(713) 681-9232

INs and OUTs of CITY CONTRACTING

Soliciting business from the City and/or its contractors can be a frustrating, nonproductive experience if you do not learn the system. Remember, City certification does not guarantee City business. You still have to market your company to the individuals that count. These suggestions can help you secure those contracts:

- I. **Get a Vendor Number** - This puts you in the City's database, and helps to facilitate the payment process. Vendors can request a vendor number by going to www.houstonpurchasing.org/registration_form.asp. Allow at least 5 working days and then call our Vendor Desk at (713) 247-1740 to follow up on your registration form and to obtain your assigned supplier number. Vendor numbers can also be obtained in person from the Strategic Purchasing Division, 901 Bagby, Room B-120, in the basement of City Hall, (713) 247-1740.
- II. **Look for Opportunities** - Do not wait for City contracting opportunities to come knocking on your door.

For Suppliers of Goods or Nonprofessional Services:

- Call the Bid Hotline at (713) 247-BIDS for the current listing of bid advertisements over \$25,000.
- Go to the basement of City Hall, 901 Bagby, to view current Requests for Proposals and bids, and to get a vendor number if you don't have one.
- Check the Notice to Bidder section in each Friday's Houston Business Journal as well as the City's Strategic Purchasing Division's web site <http://www.houstonpurchasing.org> for prime and/or subcontracting opportunities. Tune in to the Municipal Access Channel on Time Warner Communication Cable TV for weekly bid advertisements.
- Attend pre-bid and pre-proposal conferences to meet potential prime contractors. Schedule of pre-bid and pre-proposal conferences can be found on the City's Strategic Purchasing Division's web site at <http://www.houstonpurchasing.org>.
- Network.

For Construction and Construction Related Firms:

- Check the Notice to Bidder section in each Friday's Houston Chronicle and Houston Business Journal for prime and/or subcontracting opportunities.
- Attend pre-bid conferences to meet potential prime contractors. Schedule of pre-bid and pre-proposal conferences can be found on the City's Strategic Purchasing Division's web site at <http://www.houstonpurchasing.org>.
- Contact successful low bidders to show how you can help them meet the M/W/DBE and/or PDBE goal.
- Network.

For Professional Service Providers:

- Find the City department(s) that utilize your service. Call the Affirmative Action and Contract Compliance Division at (713) 837-9000 for assistance.
- Architects and Engineers (A&E) should go to 611 Walker, 5th Floor, to pick up form PWE-100 for inclusion in the City's A&E data base or on the Internet at <http://www.publicworks.cityofhouston.gov/documents/pwe100.htm>.
- Contact the City department to let them know what you do and request to be included on the Request for Proposal (RFP) list.
- Check the Houston Chronicle, the Houston Business Journal, and minority publications for Requests for Proposals.
- Attend pre-proposal conferences to meet potential prime contractors.
- Network.

III. When Bidding/Proposing, Make Sure Specifications are Met.

When responding to a bid or RFP, be sure to:

- Read everything.
- Make certain that your goods or services meet City specifications.
- Sign your bid.
- Turn your bid/offer in on time. (No exceptions for late responses.)
- If you are unsuccessful, keep trying. Go to the City Secretary's Office (City Hall Annex, Public Level, 900 Bagby) to review the successful bidder's submission to be better prepared next time.

IV. Call the Affirmative Action and Contract Compliance Division for Assistance at (713) 837-9000.

HOW TO DO BUSINESS WITH THE CITY OF HOUSTON

(Procurement and Nonprofessional Services)

I. Introduction and Purpose

The purpose of this information is to provide you with a general introduction on how to successfully do business with the City of Houston. The Strategic Purchasing Division is open for business from 8:00 a.m. to 5:00 p.m., Monday through Friday. Their offices are located at City Hall, 901 Bagby, Room B-120. They can be reached at (713) 247-1740.

Listed below is an annual statistical sampling of the Strategic Purchasing Division's activities.

• Volume of Purchases (Goods and Nonprofessional)	Over \$260 Million
• Volume of Sealed Bids	Over \$195 Million
• Contracts Administered	Approximately 725
• Purchase Orders \$25,000 or less	Over 21,000
• Volume of Purchase Orders \$25,000 or less	Over \$53.5 Million
• Volume of Purchasing Card Transactions	Over \$9.7 Million

II. Mission

The Strategic Purchasing Division's vision is "quality, team-based procurement services that exceed customer expectations."

The Strategic Purchasing Division is committed to supporting the delivery of services to the public by City departments by providing quality goods and services in a cost effective and timely manner in accordance with local, state and federal laws and regulations, sound internal controls, and professional purchasing principles.

III. Registration

- A. All suppliers and contractors interested in bidding on products and services procured by the Strategic Purchasing Division must request and complete a Supplier Profile and receive a vendor number. This application serves several purposes:
1. identifies you as a potential bidder,
 2. provides information about your business, and
 3. identifies your company with required products and/or services.

- B. It is the policy of the City of Houston to stimulate the growth of Minority and Women-Owned Business, Disadvantaged Business and Persons with Disabilities Business Enterprises by encouraging their full participation in all phases of its procurement activities, and by affording them a full and fair opportunity to compete for all City contracts. In order for the City of Houston to achieve its expected results in accordance with its policy, it is important to:
1. complete a Supplier Profile with the Strategic Purchasing Division; and
 2. file an application for participation with the City's Affirmative Action and Contract Compliance Division's M/W/DBE/PDBE programs.

The Affirmative Action Division's M/W/DBE/PDBE applications are required to determine whether your business is eligible to participate in the program. For further information and assistance regarding this policy, you may contact the Affirmative Action and Contract Compliance Division at (713) 837-9000.

IV. Advertisement

The Strategic Purchasing Division's bid notices are available from the following sources:

1. Each Friday, bid advertisements appear in the **Notice to Bidders** section of the ***Houston Business Journal*** newspaper as well as on the Internet at <http://www.houstonpurchasing.org>.
2. Suppliers and contractors may access a current listing of bid advertisements by calling the **Bid Hotline at (713) 247-BIDS**. The information is also available on the Internet at <http://www.houstonpurchasing.org>.
3. Bids are publicly posted according to State Statute and City Charter provisions. Bids for supplies and nonprofessional services are posted in the basement in the supplier's information area of City Hall, 901 Bagby, Room B-120 and on the Internet.
4. Bid advertisements appear weekly on the Municipal Access Channel on Time Warner Communication Cable TV.
5. Bid advertisements appear in local minority newspapers and publications.
6. Actual bid documents are available on the Internet at <http://www.houstonpurchasing.org>.

V. Solicitations

There are six types of solicitations used for procuring goods and services for the City of Houston municipal operations. They are:

- Department Purchase Orders (DPOs)
- Emergency Purchase Orders (EPOs)
- Informal Bids
- Formal Bids
- Request for Proposals (RFPs)
- Construction Contracts under \$500,000

❖ **DPOs** - Department Purchase Orders

Bids for DPOs are solicited by telephone, facsimile or in writing by department purchasing personnel within their level of authority. When bids are received, they are analyzed, evaluated, and a DPO is issued to the low bidder meeting specifications.

❖ **EPOs** - Emergency Purchase Orders

Bids may be solicited if the nature of the emergency permits and will be handled the same as DPOs. However, in severe emergencies, requirements are not competitively bid. Emergency purchase orders are issued by departments if within their level of authority; otherwise, emergency purchase orders are issued by the Strategic Purchasing Division.

❖ **Formal Bids** - Written solicitations for goods or services valued over \$25,000.

These bids are taken in accordance with State law. Bids are advertised for two consecutive weeks in the **Houston Business Journal** and minority newspapers, then received by the City Secretary's Office on the advertised bid due date, opened and publicly read in the City Council Chambers (unless place of opening has transferred in accordance with Section 15-3 B(5) of the City of Houston Code of Ordinances). Awards of formal bids are recommended to City Council by the City Purchasing Agent.

Prior to issuing a bid invitation estimated to be in excess of \$100,000, Strategic Purchasing, in collaboration with the user department(s), reviews and researches each for the purpose of determining subcontracting possibilities. When it is evident there is M/W/DBE and PDBE subcontracting potential, a goal is assigned to give certified M/W/DBE and PDBE suppliers additional opportunity to participate in City business.

❖ **Informal Bids** - Solicitations valued at \$25,000 or less for goods and nonprofessional services.

Strategic Purchasing makes informal solicitations for requirements exceeding department authority by mail, telephone, or facsimile. After bids are received, they are analyzed, evaluated, and purchase orders are issued by Strategic Purchasing.

Informal bids are classified as regulated contracts to attract M/W/DBE and PDBE participation. When there are capable M/W/DBE and PDBE firms, certified by the City's Affirmative Action and Contract Compliance Division, the user department is required to solicit participation from no less than two (2) certified M/W/DBEs or PDBEs, if there are two or more capable firms.

❖ **Requests for Proposal (RFPs)** - Requests for Proposal are used to solicit equipment, goods, and services of a highly technical nature.

RFPs are taken in accordance with State law provision under V.A.C.S., Chapter 252. As an example, the City will solicit requests for proposals for information processing equipment, software and hardware used in conjunction with information processing equipment, telecommunications, radio and microwave systems, electronic distributed control systems, and technical services related to this equipment. RFPs are also reviewed for M/W/DBE and PDBE opportunities.

❖ **Construction** - Projects involving improvement to City facilities amounting to \$500,000 or less.

Sealed bids are taken in accordance with State law for various construction projects amounting to \$500,000 or less. Bid bonds are required on all construction projects. Projects exceeding \$25,000 require that the recommended bidder/awardee provide payment, performance and maintenance bonds to the City prior to requesting City Council approval of the contract/purchase order. Award of contracts are

recommended to City Council by the City Purchasing Agent. Certified M/W/DBEs and PDBEs are encouraged to bid as prime contractors.

VI. Council Approval

All purchases in excess of \$25,000 are subject to approval of City Council.

VII. Submission of Bids or Proposals/Bid Opening

All formal bids/proposals must be submitted by the specified due date and time in duplicate to the City Secretary's Office, City Hall Annex, Public Level, (900 Bagby). The bid due date and time is specified in each bid/proposal package. The City Secretary will not accept late bids. Bids are opened and read publicly by the Office of the City Secretary each Thursday commencing at 11 a.m., unless specified otherwise. This is a public meeting held in the City Council Chambers.

VIII. Tabulations and Awards

All formal bids are tabulated by the Strategic Purchasing Division. Copies of the tabulations will be provided to any supplier upon request, and after the City Council approves the award; the first 15 pages are free of charge, subsequent pages are provided for a fee of \$.10 per page. Previously advertised bids/proposals are also available upon request, for the same fee. Bid tabs are also available on the SPD web site.

Anyone may inspect the bids after the bid opening at the Office of the City Secretary, City Hall Annex, Public Level, (900 Bagby). For further information contact the City Secretary at (713) 247-1840.

IX. Insurance and Indemnification

In the bid/proposal package, Insurance/Indemnification requirements are listed for each particular contract, including types of coverage and respective limits of liability. **Read this information carefully.** Prior to commencing any services, proof of insurance must be provided to the Office of the City Purchasing Agent.

X. Drug Detection and Deterrence

As a condition of the award of any contract/purchase order for labor or services, a successful bidder must comply with the Mayor's Drug Policy as specified in the bid/proposal package. **Read this information carefully.** The required information must be received prior to award of a contract or purchase order.

XI. Fair Campaign Ordinance

As specified in the bid/proposal package, all respondents to an invitation to bid must comply with Houston Code of Ordinances, Chapter 18 (Fair Campaign Ordinance). The Contractor Submission List, as provided in your package, is required to be submitted with each bid or proposal for a City contract having a value of \$30,000. **Read this information carefully.**

XII. Payment

To complete the process for doing business with the City, you must invoice the City for the goods and/or services rendered.

A. Terms of Payment

The City of Houston payment policy states that payment is made within thirty (30) days after the City has approved the invoice or after the City has accepted the goods and/or services, whichever occurs later. However, in keeping with the City's policy to maintain good vendor relations, the City always tries to pay in a timely manner.

B. Invoicing

All invoices must be submitted in triplicate, and mailed to the department shown on the purchase order to avoid delays in payment. If you have payment problems, contact the department's payables contact person shown on the purchase order. Goods and/or services must be itemized as to quantity, part number, description, and applicable discount. Invoices must show the department, division or section to which the goods and/or services were rendered.

- ❖ **Most important** - Do not forget to show the City of Houston's Purchase Order or Contract Number on your invoice. Also, to expedite payment, invoice exactly as shown on the purchase order. The City's automated purchasing and financial systems require a three (3)-way match of the purchase order, the receiver, and the invoice to complete a payment transaction.

CITY OF HOUSTON DEPARTMENTS

STRATEGIC PURCHASING DIVISION

FINANCE and ADMINISTRATION - CENTRAL PURCHASING

Address: 901 Bagby, Houston, TX 77002 - Concourse Level

Phone No.: (713) 247-1740

City Purchasing Agent:

MWBE Liaison:
3906

Bid Hot Line:

Supply Contact:
1821

Calvin Wells

Betti Tywater

(713) 247-2374 Fax: (713) 247-1811

(713) 247-1847 Fax: (713) 247-

(713) 247-BIDS

(713) 247-1722 Fax: (713) 247-

Desiree Heath

Office supplies
Automotive parts
Tools, hand, electrical
Hardware supplies
Concrete mix
Reproduction supplies
Electrical switchgear

Fencing materials
Flags and banners
Plumbing supplies
Janitorial supplies
Feed, animal
Uniforms
Chemicals

Construction materials
Safety equipment
Communication cable
Medical, drugs, misc.
Traffic safety devices
Fuel, gasoline, natural gas
Lumber and building materials

Service Contact:

Ray DuRousseau

(713) 247-1735 Fax: (713) 247-2136

Auction services
Cleaning and janitorial
Elevator and escalator maint.
Jail food services
Window cleaning

Bindery service
Concrete repair
Linen rental
Towing services
Grounds maintenance

HVAC service
Security guard services
Odor control service
Plumbing services
Pest control services

High Tech Procurement:

Jaime Garcia

(713) 247-1150 Fax: (713) 247-1821

Telephone systems
Facsimile equipment
Computer hardware maint.

Security systems
Computer hardware
Software maintenance

Energy management
Computer software
Communications equipment

Construction Contact:

(Projects under \$500,000)

Ray DuRousseau

(713) 247-1735 Fax: (713) 247-2136

Formal Procurement:

(One Time)

Ray DuRousseau

(713) 247-1735 Fax: (713) 247-2136

Fleet Procurement Contact:

Ray DuRousseau

(713) 247-1735 Fax: (713) 247-2136

Informal Procurement Contact:

(Bids between \$1,000 and
\$15,000)

Ray DuRousseau

(713) 247-1735 Fax: (713) 247-2136

Vendor Assistance Contact:

Simone Angel

(713) 247-1740 Fax: (713) 247-1723

Web site: **www.houstonpurchasing.org**

BUILDING SERVICES

Address: City Hall Annex, 900 Bagby, 2nd Floor, Houston, TX 77002
Phone No.: (713) 247-1957

MWBE Liaison: Tracy Whitehead II (713) 221-0407 Fax: (713) 221-0435

Design and Construction Contact: Tracy Whitehead II (713) 221-0407 Fax: (713) 221-0435

Property Management, Maintenance, and Operations Contacts: Steve Girardi (713) 247-1959 Fax: (713) 247-2569
Marie Sarabia (713) 641-7913 Fax: (713) 641-7805

Accounts Receivable / Procurement Contact: Ja'Nice Sparks (713) 437-6952 Fax: (713) 437-6593

Security Management Contact: Don Thompson (713) 837-7589 Fax: (713) 837-7602

Energy & Environmental Mgmt. Contact: Tanwir Badar (713) 837-9474 Fax: (713) 221- 0434

The **Building Services Department** was created in July 1999 to serve as the city's in-house developer, providing a full range of services including project, property, energy and security management.

The **Administrative Services Division** is divided into two sections: Human Resources and Procurement, and Financial Services. In addition to personnel, payroll and benefits-related matters, Human Resources and Procurement oversees safety issues and one-time procurement transactions. Financial Services administers all accounting activity including, accounts payable and receivable, CIP payables, service contracts, contract procurement transactions and budgetary approval for the entire department.

The **Design & Construction Division** implements the design and construction of Capital Improvement Projects on behalf of other city departments. In addition, this Division handles renovations, lease negotiations, furniture acquisitions, interior architecture and space planning for client departments, as well as administers the city's inspection and environmental services.

As part of our Property Management Consolidation Plan, we also provide property management services to those departments whose facilities are under our purview. Indeed, it is our **Property Management Division** that keeps us in touch with the fundamentals of good housekeeping: clean bathrooms, polished floors and fixtures, manicured grounds - all signs that our employees care.

The **Security Management Division** keeps an eye out for city assets via electronic monitoring security systems. This Division also manages security analysis and contract administration for various department properties. In addition, it administers photo identification badge production for city employees as well as badge coding for electronic access control. Security Management also assists local law enforcement agencies with investigations related to lost or stolen city assets.

The **Energy & Environmental Management Division** oversees underground storage tank inspections, Phase I and Phase II site assessments and their remediation if contaminated, indoor and outdoor air quality, and lead, asbestos and mold abatement for all city facilities. This Division also oversees the management of city energy resources, including energy conservation, performance contracting and procurement of energy in a deregulated market.

Web site at: www.ci.houston.tx.us/bsd .

CONVENTION and ENTERTAINMENT FACILITIES

Address: George R. Brown Conv. Center, 1001 Avenida de las Americas, Houston, Texas 77010
Phone No.: (713) 853-8001

MWBE Liaison: Brenda Bazan (713) 853-8201 Fax: (713) 853-8216
Contract Compliance: Lisa Kingsbury (713) 853-8011 Fax: (713) 853-8091
Senior Buyer: Mitch Miskowski (713) 853-8215 Fax: (713) 853-8216

Convention center expansion
Building demolition

Purchasing Contact: Mitch Miskowski (713) 250-3660 Fax: (713) 853-8216

Janitorial	Security
Refuse disposal	Elevator/escalator O & M
Pest control	Window cleaning
Groundskeeping	Cleaning supplies
Construction materials	Electrical hardware parts
Replacement locks and keys	Audio visual supplies
Paper and printing supplies	Office supplies
Misc. parts and supplies	Office equipment rental
Printing and reproduction	

Professional Services Contact: Russ Clark (713) 853-8293 Fax: (713) 853-8298

Architectural services	Engineering services
Asbestos removal	Legal services
Garage, tunnel, and waterproofing projects	Consulting services
Security services	Parking services

High Tech Procurement Contact: John Thomas (713) 853-8032 Fax: (713) 853-8066

Computer information/contracting services
Mini-computer systems
Microcomputer equipment

FINANCE and ADMINISTRATION

Address: 611 Walker, 22nd Floor, Houston, TX 77002

Phone No.: (713) 837-9888 Director's Office Gloria Hicks, Administrative Supervisor
(713) 837-9628 Business Office Sophia Chang, Division Manager

MWBE Liaison: Sophia Chang (713) 837-9628 Fax: (713) 837-9693

Purchasing Contact: Sophia Chang (713) 837-9628 Fax: (713) 837-9693

Miscellaneous supplies and services
Office supplies and services
Furniture
Office equipment

Nonprofessional Services Contact: Annabelle Chen (713) 837-9651 Fax: (713) 837-9697

Professional Services Contact: Annabelle Chen (713) 837-9651 Fax: (713) 837-9697

High Tech Services Contact: Annabelle Chen (713) 837-9651 Fax: (713) 837-9697

Accounts Payable Contact: Annabelle Chen (713) 837-9651 Fax: (713) 837-9697

FIRE

Address: 1205 Dart, Houston, TX 77007

Phone No.: (713) 247-8724

MWBE Liaison: **Gracia Rosslow** (713) 247-8721 Fax: (713) 247-8365

Purchasing Contact: **Rick Brandt** (713) 247-5298 Fax: (713) 247-8854

All types of purchases: informal less than \$25,000

Supplies Contacts: **Claudia Garcia** (713) 247-5095 Fax: (713) 247-8066
Thelma Diaz (713) 247-8891 Fax: (713) 247-8066

All supply contracts

Services Contact: **Sam Gonzalez** (713) 247-8714 Fax: (713) 247-8066

All service contracts

Professional Services Contacts: **Keven Gulsby** (713) 247-8959 Fax: (713) 247-8066
Sam Gonzalez (713) 247-8714 Fax: (713) 247-8066

Business investigations
Consulting services

Fire protection training

High Tech & RFPs Contacts: **Rick Brandt** (713) 247-5298 Fax: (713) 247-8854
Keven Gulsby (713) 247-8959 Fax: (713) 247-8066

Micro technology
RFPs

Contracts & Accounts Payable Contacts: **Gaynell Runnels** (713) 247-8721 Fax: (713) 247-5240
Flora Libunao (713) 247-5184 Fax: (713) 247-5240

HEALTH and HUMAN SERVICES

Addresses: 8000 N. Stadium Dr., 8th Floor, Houston, TX 77054
3026 Berry Road, Houston, TX 77093
8272 El Rio, Houston, TX 77054
Phone No.: (713) 794-9301

MWBE Liaison: Joseph Badell (713) 794-9325 Fax: (713) 794-9464

Construction Contact: Fred Maier (713) 696-5915 Fax: (713) 695-9507

Janitorial services	Landscaping services
Elevator maintenance	Mechanical supplies
Plumbing services	In-house construction work
Concrete and asphalt resurfacing services	Electrical supplies
Asbestos removal	

Purchasing Contact: Barbara Newson (713) 748-2654 Fax: (713) 748-6353

Medical supplies
Dental services

Nonprofessional Services Contact: Barbara Newson (713) 748-2654 Fax: (713) 748-6353

Lab equipment maintenance and repair	Laboratory testing/supplies
Compressed and industrial gases	Paper shredding
Uniform rental	Audio/visual equipment and supplies
Photographic supplies	Janitorial supplies

Professional Services Contact: Joseph Badell (713) 794-9325 Fax: (713) 794-9464

Meals for elderly	Health training
Medical prevention services	Elderly support services
Counseling and testing	Evaluation services
Transportation for elderly	Advertising/printing
Primary home care	

High Tech Contact: Vernon Hunt (713) 794-9955 Fax: (713) 798-0854

Computer hardware	Computer software
Interactive voice response systems	Security services
Analytical instruments	

Accounts Payable Contact: Sally Switek (713) 794-9137 Fax: (713) 794-9464

HOUSING and COMMUNITY DEVELOPMENT

Address: 601 Sawyer, Houston, TX 77007

Phone No.: (713) 868-8300

MWBE Liaison: Royce Sells (713) 868-8461 Fax: (713) 868-8343

Construction Contact: Charles Symonette (713) 868-8330 Fax: (713) 868-8422

Purchasing Contact: Clara Johnson (713) 868-8491 Fax: (713) 868-8432

Office supplies and equipment
Archives and storage companies
Furniture repair
Printing and reproduction
Copiers and maintenance

Nonprofessional Services Contact: Jack Lippincott (713) 868-8443 Fax: (713) 868-8306

Security services

Professional Services Contact: Jack Lippincott (713) 868-8443 Fax: (713) 868-8306

Feasibility studies
Data planning
Student intern contracts
Temporary employee contracts
Architects
Engineers

High Tech Contact: John Greer (713) 868-8499 Fax: (713) 868-8306

Computer vendors
Hardware - compucom
Software and printers - Entex
Maintenance contracts for LAN equipment

Accounts Payable Contact: Deborah Edwards (713) 865-4192 Fax: (713) 867-0495

HOUSTON AIRPORT SYSTEM

Addresses: 4500 Will Clayton Parkway, Houston, TX 77032 - Technical Services
16930 J.F. Kennedy Blvd., Houston, TX 77032 - Planning, Design, and Construction
Phone No.: (281) 230-8000

MWBE Liaison: Diana Hoffman (281) 230-8000 Fax: (281) 230-8094

Planning, Design and Construction Contact: Janice Phillips (281) 233-1964 Fax: (281) 233-1830

Facilities and airfield construction
Architectural consultant
Telecommunication consultant
Engineering consultant

Environmental geotechnical
Landscaping and graphics consultants
Surveying
Planning consultant

Purchasing Contact: Diana Hoffman (281) 230-8000 Fax: (281) 230-8094

Construction materials
Chemicals
Communications equipment
Electrical materials/supplies
Hand and power tools
First aid supplies
Office supplies
Miscellaneous hardware

Safety equipment
Paint and building materials
Computer hardware and software
Furniture and fixtures
Uniforms
Fire fighting equipment
Plumbing supplies
Janitorial supplies

Services Contact: Diana Hoffman (281) 230-8000 Fax: (281) 230-8094

Inter-terminal train maintenance
Janitorial services
Uniform rental
Pest control
Telecommunication system maintenance
Lighting services - re-lamping
Aircraft support systems maintenance
Security services
Computer programming services
Document records management

HVAC operation and maintenance
Landscaping/groundskeeping
Window cleaning services
Printing
Elevator/escalator maintenance
Baggage handling system maintenance
Radio communication maintenance
Fleet Maintenance
Training
Consulting services

Properties Contact: David Mendoza (281) 233-1821 Fax: (281) 233-7564

Concessions
Real estate services
Appraisal services
Surveying services

HUMAN RESOURCES

Address: 611 Walker, 4th Floor, Houston, TX 77002

Phone No.: (713) 837-9300

MWBE Liaison: **Mario De Los Santos** (713) 837-9311 Fax: (713) 837-9486

Purchasing Contact: **Maria E. Gonzales** (713) 837-9357 Fax: (713) 837-9449

Office supplies
Computer supplies
Computer equipment

Professional Services Contact: **Christine Gallegos** (713) 837-9388 Fax: (713) 837-9464

Temporary services

Professional Services Contact: **Gerri Walker** (713) 837-9360 Fax: (713) 837-9489

Health Benefits Contracts and RFP's

Professional Services Contact: **Gerri Walker** (713) 837-9360 Fax: (713) 837-9489

Benefits Planning, Design Contracts and RFP's

Professional Services Contact: **Pat Smith** (713) 928-4541 Fax: (713) 928-3462

Training

Professional Services Contact: **Cynthia Sax** (713) 837-9383 Fax: (713) 837-9447

Communications

INFORMATION TECHNOLOGY

Address: 611 Walker, 8th and 9th Floors, Houston, TX 77002

Phone No.: (832) 393-0063

MWBE Liaison: **Jo F. West** (832) 393-0063 Fax: (713) 837-9863

Purchasing Contact: **Bob Crowley** (713) 837-9684 Fax: (713) 837-9863

Miscellaneous supplies and services
Office supplies and services
Furniture
Office equipment

Nonprofessional Services Contact: **Ann Hatch** (713) 837-9735 Fax: (713) 837-9863

Professional Services Contact: **Lisa Hollins** (713) 837-9780 Fax: (713) 837-9863

IT Administration

High Tech Services Contact: **Bob Crowley** (713) 837-9684 Fax: (713) 837-9863

IT Administration

Accounts Payable Contacts: **Juan Olquin** (713) 837-0630 Fax: (713) 837-9697
Bob Crowley (713) 837-9684 Fax: (713) 837-9863

LEGAL

Address: City Hall Annex, 900 Bagby, 4th Floor, Houston, TX 77002

Phone No.: (713) 247-2000

MWBE Liaison: Vachel Henry (713) 247-1909 Fax: (713) 247-1195

Nonprofessional Services Contact: Vachel Henry (713) 247-1909 Fax: (713) 247-1195

Court reporting
Litigation support work
Copying
Videography
Courier services

Professional Services Contact: Vachel Henry (713) 247-1909 Fax: (713) 247-1195

Legal consultants
Accounting consultants
Finance consultants
Technical consultants
Investigation experts: Field specific (as required)

Accounts Payable Contact: Henri Merceron (713) 247-1474 Fax: (713) 247-1017

LIBRARY

Address: Business Office, 500 McKinney, Houston, TX 77002
Phone No.: (832) 393-1348

MWBE Liaison: **Richard Barchue** (832) 393-1558 Fax: (832) 393-1454

Construction Contact: **Bobby Rivers** (832) 393-1684 Fax: (832) 393-1677

Library buildings/renovations

Purchasing Contact: **Richard Barchue** (832) 393-1558 Fax: (832) 393-1454

Office supplies
Library materials

Nonprofessional Services Contact: **Richard Barchue** (832) 393-1558 Fax: (832) 393-1454

Professional Services Contact: **Helen McDonald** (832) 393-1348 Fax: (832) 393-1438

Energy conservation
Copiers for public use

High Tech Contact: **Toni Lambert** (832) 393-1400 Fax: (832) 393-1427

Mainframe hardware and software maintenance

Accounts Payable Contact: **Helen McDonald** (832) 393-1348 Fax: (832) 393-1438

MUNICIPAL COURTS-ADMINISTRATION

Addresses: 1400 Lubbock, Houston, TX 77002 3203 S. Dairy Ashford, Houston, TX 77082
8300 Mykawa, Houston, TX 77032 4102 W. Lake Houston PWY, Houston, TX 77339
611 Walker, Houston, TX 77002 2855 Bay Area Blvd., Houston, TX 77062
Phone No.: (713) 247-5479

MWBE Liaisons: **Olga Arnold** (713) 221-0269 Fax: (713) 221-0292
Mabel Martinez (713) 221-0272 Fax: (713) 221-0292
0292

Construction Contact: **Mike Houston** (713) 837-0712 Fax: (713) 837-0846
Electrical hardware/services Mechanical hardware/services
Plumbing supplies/services

Procurement Contacts: **Olga Arnold** (713) 221-0269 Fax: (713) 221-0292
Mabel Martinez (713) 221-0272 Fax: (713) 221-0292

Audio/visual supplies	Citation printing
Copier rental	Miscellaneous office supplies
Printer cartridges	Furniture
Uniforms	Office machines/equipment

Nonprofessional Services Contact: **Mike Houston** (713) 837-0712 Fax: (713) 837-0846
Elevator maintenance Pest control
Odor control Refuse disposal
Linen rental Window cleaning

Professional Services Contacts: **Olga Arnold** (713) 221-0269 Fax: (713) 221-0292
DiDi Madkins (713) 221-0273 Fax: (713) 221-0292
Mabel Martinez (713) 221-0272 Fax: (713) 221-0292
0292

Computer programming
Consulting services
Training

High Tech Contact: **Greg Prier** (713) 247-4841 Fax: (713) 247-5267
Microcomputer hardware/software equipment
Mainframe terminals/printers
Network and communication

Accounts Payable Contact: **DiDi Madkins** (713) 221-0273 Fax: (713) 221-0292

OFFICE of the CONTROLLER

Address: City Hall, 901 Bagby, 8th Floor, Houston, TX 77002

Phone No.: (713) 247-1440

MWBE Liaison: Lenard Polk (713) 247-2652 Fax: (713) 238-3299

Purchasing Contact: Lenard Polk (713) 247-2652 Fax: (713) 238-3299

Office supplies
Computer supplies
Office furniture

Nonprofessional Services Contact: Lenard Polk (713) 247-2652 Fax: (713) 238-3299

Professional Services Contact: Lenard Polk (713) 247-2652 Fax: (713) 238-3299

Accounting

High Tech Contact: Mary Ann Grant (713) 247-2027 Fax: (713) 437-6363

Microcomputer
Maintenance

Accounts Payable Contact: Johnnie Campbell (713) 247-2375 Fax: (713) 247-2474

PARKS and RECREATION

Address: 2999 S. Wayside, Houston, TX 77023
6200 Wheeler, Houston, TX 77023
Phone No.: (713) 845-1000

MWBE Liaison: **Diane Deaton-Bowen** (713) 845-1380 Fax: (713) 845-1176
6200 Wheeler

Construction Contact: **Mark Ross** (713) 845-1053 Fax: (713) 845-1293

Playgrounds
Sidewalks
Recreational facilities

Purchasing Contact: **Diane Deaton-Bowen** (713) 845-1380 Fax: (713) 845-1176
6200 Wheeler

Miscellaneous supplies, services and equipment to support parks and recreation centers

Professional Services Contact: **Diane Deaton-Bowen** (713) 845-1380 Fax: (713) 845-1176
6200 Wheeler

Management training
Consulting and engineering services

**Request for Proposals &
New Contract Development:** **Eric C. Denton** (713) 845-1118 Fax: (713) 845-1176
6200 Wheeler

**Concessionaire, Vending/Svc
Contracts:** **Diane Deaton-Bowen** (713) 845-1380 Fax: (713) 845-1176
6200 Wheeler

High Tech Contact: **Larry Fontenot** (713) 845-1058 Fax: (713) 845-1246

Computer software
Computer hardware

Accounts Payable Contact: **Cheryl Johnson** (713) 845-8034 Fax: (713) 845-1195

PLANNING and DEVELOPMENT

Address: 611 Walker and 3300 Main, Houston, TX 77002

Phone No.: (713) 837-7701

MWBE Liaison: **Marcia Wilson** (713) 837-7732 Fax: (713) 837-7935

Purchasing Contacts: **Mary Welch** (713) 535-7507 Fax: (713) 535-7898
Margaret Dobbins (713) 535-7738 Fax: (713) 535-7898

General office supplies
General office furnishings
Miscellaneous computer supplies

Nonprofessional Services Contacts: **Marcia Wilson** (713) 837-7732 Fax: (713) 837-7935
Margaret Dobbins (713) 535-7738 Fax: (713) 535-7898

Printing
Indoor plant maintenance
Miscellaneous training via brochures

Professional Services Contacts: **Marcia Wilson** (713) 837-7732 Fax: (713) 837-7935
Margaret Dobbins (713) 535-7738 Fax: (713) 535-7898

Training and education
Management consulting
Computer training
Software/hardware maintenance services

High Tech Contact: **Nick Toparcean** (713) 837-7974 Fax: (713) 837-7921
611 Walker

Hardware
Software
Special furniture
Automobiles

Accounts Payable Contact: **Marcia Wilson** (713) 837-7732 Fax: (713) 837-7935

POLICE

Address: 1200 Travis, Houston, TX 77002

Phone No.: (713) 308-1700

MWBE Liaison: **Elizabeth McClain** (713) 308-1768 Fax: (713) 308-1742

Purchasing Contact: **Pat Butera** (713) 308-1708 Fax: (713) 308-1742

General purchases

Professional Services Contact: **Lisa Chang** (713) 308-1749 Fax: (713) 308-1704

Psychological services
Treadmill stress test services
Veterinarian services
Employee training classes

High Tech Contact: **Patti Suler** (713) 247-8500 Fax: (713) 247-4340

Computer hardware
Computer software
Computer network system
Computer-related supplies-misc.

Accounts Payable Contact: **Debra Webb** (713) 308-1750 Fax: (713) 308-1742

PUBLIC WORKS and ENGINEERING

Address: 611 Walker, Houston, TX 77002

Phone No.: (713) 837-7000

MWBE Liaison: W. Faye Cole (713) 837-0403 Fax: (713) 837-0405

**Engineering, Construction,
and Real Estate (E.C.R.E)
Contact:** Daniel Krueger (713) 837-0540 Fax: (713) 837-0698

The E.C.R.E. Division is responsible for the implementation of the Street and Bridge, Stormwater, Wastewater and Water Capital Improvement Plan for the City of Houston. This includes the acquisition of right-of-way and the management of design and construction services in the following areas:

- Water and Sanitary Sewer Systems
- Water and Wastewater Treatment Plants and other such facilities
- Storm Sewers
- Sidewalks
- Streets and Bridges
- Bikeways

Purchasing Contacts: Jerry Roberts (713) 238-5271 Fax: (713) 238-5252
Dallas Evans (713) 238-5292 Fax: (713) 238-5211

Procurement and contract compliance information. Purchasing contracts for the support of operations and administration.

High Tech Contact: Jeana Nellons (713) 837-0024 Fax: (713) 837-0020

- Computer hardware
- Computer software

SOLID WASTE MANAGEMENT

Address: 5617 Neches, Houston, TX 77026

Phone No.: (713) 699-7945

MWBE Liaison: **John P. Erdeljac** (713) 699-7945 Fax: (713) 692-7921

Purchasing Contact: **John P. Erdeljac** (713) 699-7945 Fax: (713) 742-4132

Auto repair parts
Clothing and uniforms
Automotive services
Waste disposal
Waste collection service

Nonprofessional Services Contact: **John P. Erdeljac** (713) 699-7945 Fax: (713) 742-4132

Professional Services Contact: **Carol Francis** (713) 837-9164 Fax: (713) 837-9110

Training
Testing
Educational
Record archival

High Tech Contact: **Carrie Cartwright** (713) 837-9146 Fax: (713) 837-9161

Computer equipment purchases and leases

Accounts Payable Contact: **Wiley Miller** (713) 837-9183 Fax: (713) 837-9243
611 Walker
Houston, TX 77002

MOST FREQUENTLY ASKED QUESTIONS

1. **Are there separate guidelines for the utilization of PDBE firms?** No. PDBE firms operate under the same administrative procedures and guidelines as M/W/DBE firms.
2. **How much of the work may I subcontract?** The City requires that no more than 50% of an M/W/DBE's or PDBE's work be subcontracted to a M/W/DBE/PDBE or non-minority firm, without a specific waiver from the Affirmative Action Division. Before agreeing to work on a project, make sure that you can do at least 50% of it with your own workforce and resources.
3. **What is a locally based company?** The Affirmative Action Office certifies firms to do business on City funded projects that have a local presence, i.e., have a functioning business office in the greater Houston Primary Metropolitan Statistical Area (PMSA), which consists of Harris, Waller, Montgomery, Chambers, Brazoria, Liberty, Fort Bend, and Galveston counties.
4. **What is a pre-bid conference?** A pre-bid or pre-proposal conference is scheduled by the City department to inform prospective prime contractors and subcontractors of the specifics and details of the bid/proposal. Many adjustments and deletions to the scope of work are made at these conferences, so attendance is strongly recommended. These conferences are also an excellent way to meet prime contractors and market your services/products to them. The bid/proposal documents and notices contain the date and location of the pre-bid conference. (Web site: www.houstonpurchasing.org.)
5. **Where can I learn about upcoming bids/proposals?** How are bids/proposals advertised? Refer to the Ins and Outs of City Contracting section of this publication. (Web site: www.houstonpurchasing.org.)
6. **When doing research for bids - is there a way to review previous bids?** Yes, you may go to the City Secretary's Office, City Hall Annex, 901 Bagby, Public Level, P101 and request a copy of the previous winning bid.
7. **Does the City work with local banks to provide short-term financing for working capital to companies awarded City contracts?** Currently, the City does not have any formal agreements with any local banks to provide this type of service. Loans are available through the Houston Small Business Development Corporation at (713) 845-2400; the Corporation for Economic Development of Harris County at (281) 590-5600; the Small Business Administration at (713) 773-6500; and the Houston Minority Business Council at (713) 271-7805.
8. **What happens once a contract is awarded with a M/W/DBE participation goal?** Once a contract is approved by City Council, the Contract Compliance section of the Affirmative Action and Contract Compliance Division mails a letter to the prime contractor and the M/W/DBE/PDBE subcontractors to verify information on the contract. The prime contractor is required to submit a periodic M/W/DBE/PDBE utilization report, which is verified by the M/W/DBE/PDBE(s).
9. **What types of information should I maintain?** The City and Controller's Office have the right to examine the books and records of all subcontractors that relate to performance under the prime contract. We strongly recommend that the following information be kept for each City contract: Project Name, Contract Number, Start Date/End Date, Award Date, Percentage of Your Award, Amount of Payments Received Monthly For Each Contract, Prime Contractor's Name, Address, Telephone Number, and Contact Person. This information should be maintained for a minimum of five years. Remember that the Internal Revenue Service requires up to seven years on some records.
10. **What is the vendor number?** The vendor number is issued by the Finance and Administration

Department's Strategic Purchasing Division located at City Hall, (901 Bagby) Basement, Room B-120 after the Supplier Qualification Questionnaire is completed by **any** company wishing to do business with the City of Houston. Vendors can request a vendor number by going to www.houstonpurchasing.org/registration_form.asp. Vendor numbers can also be obtained in person from the Strategic Purchasing Division. The vendor number is an identifier to computerize vital statistics associated with a company, i.e., name, address, telephone, contact, and commodities sold. All companies are required to have a vendor number prior to commencing work with the City. Note that inactive vendor numbers are periodically purged from the system, so updating the vendor number information is recommended. Call Margaret Rivera at (713) 247-1740 for more information.

11. **How do I qualify for the Texas Unified Certification Program (TUCP)?** If you are certified as a Disadvantaged Business Enterprise (DBE) with the City you are automatically qualified to be included in the TUCP through monthly downloads from our system to their computer listing.
12. **How do I become certified with the City's Minority, Women, Disadvantaged Business Enterprise Program and the City's Persons with Disabilities Business Enterprise Program?** A pre-certification workshop is held every Thursday at 2:00 p.m. at 611 Walker, 20th floor conference room. This workshop covers the requirements for certification and the documents required to be submitted, and discusses any questions concerning your company's qualifications.
13. **How long is the certification process?** The certification process will take approximately 90 days to complete.
14. **What does the certification process consist of?** The certification process consists of an Initial Screening; a Desk Audit; Financial Audit; Field Audit; and Committee Review.

CONSTRUCTION SUBCONTRACTING

How Can I Become a Subcontractor on a City of Houston Construction Project?

Does the City of Houston hire subcontractors?

No. The City awards contracts only to prime contractors. Any prospective subcontractor must negotiate directly with contractors who are bidding the entire project.

How can I find out beforehand who is going to bid on a project?

The Department of Public Works and Engineering's Construction Document Distribution Center, located at 611 Walker, street level lobby, maintains a list of firms which have picked up plans and specifications for all projects that are currently being offered for bid. The names, addresses, and telephone numbers of all plan holders are available for anyone who is interested and may be picked up on the second floor.

How can I submit a bid?

Contact all prospective prime contractors and persuade them that you are qualified to do the work on the part of the project in which you are interested.

How can I convince the prime contractor that I am qualified to do the job?

A personal interview is the most effective means of communication. At that time, resumes, brochures, pictures, financial statements, examples of recently performed work and other documents and letters of reference can be presented to the prospective prime contractor. If the prime contractor you are dealing with accepts your bid, and if that same contractor is awarded the contract, then, if yours is the best bid, you stand a very good chance of becoming a subcontractor on the project. A certificate of agreement is required of the prime contractor before council awards the City project.

Do I have to produce a bid bond in order to participate on a City of Houston construction project?

Bonding requirements for subcontractors are a private matter to be negotiated with the prospective prime contractor.

What are the insurance requirements on a City of Houston construction project?

Insurance requirements, like bonding, are a private matter to be negotiated with the prospective prime contractor.

Note: the Affirmative Action and Contract Compliance Division offers two workshops that might be of interest to you. The workshops are: 1) ***How to Do Business with the City of Houston*** and 2) ***Successful Bid and Bid Packaging***. For more information about these workshops, call (713) 837-9043.

CONSTRUCTION CONTRACTING

How Can I Become a Prime Contractor on a City of Houston Construction Project?

What type of construction does the City do?

The Department of Public Works and Engineering and Building Services Department are responsible for the acquisition, design, and construction of various projects including: water plants, wastewater treatment plants, libraries, health clinics, multi-service centers, fire stations, police stations, other miscellaneous public buildings, as well as park facilities, water mains, sanitary sewers, storm sewers, streets, and bridges.

How can I get on the Department of Public Works and Engineering bidder's list?

The Department of Public Works and Engineering does not maintain a bidder's list for construction projects.

How can I find out what is going to be built?

The City is required by state law to advertise in a large daily newspaper every project that is going to be constructed. Our ads appear in the **Houston Business Journal** in the Classified Section under "Bids and Proposals." Every City of Houston Notice to Bidders is signed by Anna Russell, City Secretary.

Where can copies of the project specifications be obtained?

All project specifications can be obtained from the Construction Document Distribution Center located at 611 Walker, street level lobby, at a cost of \$50.00 per set. Some specifications will be made available from outside consultants and must be picked up at their facilities. This will be noted in the advertisement.

Can I bid on projects where my experience is limited? Are there any pre-qualifications that I must have before bidding?

All bidders are required to submit a Bid Bond, certified check, or cashier's check in the amount of 10% of the total bid amount for the project with the bid proposal. Additionally, firms bidding on street & bridge projects are required in some cases to be pre-qualified. Information on becoming pre-qualified can be found at the City of Houston's Public Works and Engineering Department's web site.

Bid preparation

1. Study advertised Notice to Bidders very carefully (a small error can cause your bid to be rejected).
2. Submit one bid proposal. It must be signed by the owner, partner or other authorized person and include a valid Bid Bond and power of attorney as required.
3. Do not qualify your bid. Qualified bids will be rejected.
4. Complete all applicable forms. Acknowledge and/or include addendum to the project.
5. Bid proposals will be accepted **only** at the City Secretary's Office at City Hall Annex, Public Level, Room P101 and must be received no later than the time and date specified on the Notice to Bidders.

DO NOT send to Mail Room.
DO NOT send to Department of Public Works and Engineering.
DO NOT send to Mayor's Office.

CONSTRUCTION CONTRACTING

Can a non-resident of the State of Texas bid on City of Houston construction projects?

Yes. Non-residents may bid on City of Houston projects. There are no residency requirements for submitting bids on City projects.

Is a general contractor's license required?

No. A general contractor's license is not required in the State of Texas.

Who decides whose bid will be accepted?

Sealed bids are submitted to the City Secretary's Office prior to the time and date noted on the Notice to Bidders. Bids will be accepted on the designated bid date. The bid proposals will be opened and read by the City Secretary.

Since state law requires competitive bidding on all construction projects, the lowest responsible bidder is usually awarded the contract. The bids are reviewed by the department advertising the bids. The department also makes the recommendation to award.

It is, however, Houston City Council's sole responsibility to make the decision regarding to whom the construction contract shall be awarded.

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For more information, contact:

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